



JOB VACANCY ANNOUNCEMENT

Job No.: C04-033

Scientific Aide Senior Resource Recreation and Tourism, Park Studies Unit

This position is contingent on continuation of funding.
This position is subject to completion of a criminal background check.

Classified position,
PG H (\$12.96/hr. - \$15.00/hr.; \$26,956/yr. - \$31,200/yr.)
Closing date for receipt of application materials is 4/26/04
or until suitable applicant has been identified.

APPLICATION MATERIALS REQUIRED: *(Please read carefully)*

Complete and submit a 1) **UI application form**, 2) **answers to the attached supplemental questionnaire**, and 3) a **resume**, prior to 5:00 p.m. on the above closing date. Only specifically requested employment materials for applicants who meet minimum qualifications will be forwarded to the hiring department. Materials submitted that are not requested above will be shredded.

Interested applicants contact Human Resource Services, University of Idaho, P.O. Box 444332, 415 W. Sixth St., Moscow, ID 83844-4332. Phone: 208-885-3609 or TDD 885-3617. Call the Human Resources Jobline at 208-885-3595 or visit our home page at <http://www.uidaho.edu/hrs/> for a list of current openings.

DUTIES:

The University of Idaho Park Studies Unit in the Department of Resource Recreation and Tourism manages the National Park Service (NPS) Visitor Services Project (VSP), a federally funded national-level project that conducts visitor satisfaction surveys at the National Park System. The VSP operates under the NPS Social Science Program and has conducted over 150 visitor studies since 1988. Under the direction of the VSP Manager, the Scientific Aide Senior is responsible for conducting workshops with park staff, preparing questionnaires and sampling plans for the review by the Office of Management and Budget, organizing and supervising field work including training interviewers, analyzing data, preparing final reports, and conducting public workshops with park staff and local communities.

Other duties include ongoing project planning, data management, report writing, development of training materials, and other tasks.

MINIMUM REQUIRED QUALIFICATIONS:

B.S. degree in related field as appropriate to the scientific research discipline plus approximately 5 years of experience in the research discipline or closely related field. Additional graduate level course work may be substituted for up to three years of experience.

Good knowledge of: scientific principles; computer hardware and software programs.

Demonstrated ability to: perform a variety of specialized tasks and laboratory techniques specific to the needs of the position; operate, maintain, calibrate, troubleshoot and resolve basic problems with instruments and equipment; keep records and compile written information for reports; follow good safety practices; possess good interpersonal and communication skills; MAY train and supervise other workers.

Physical ability to: perform assigned duties; may be required to work with toxic, volatile and corrosive chemicals and/or carcinogenic substances; may be required to work in adverse environmental conditions and/or carry or lift heavy materials.

Must: Applicants who are selected as final possible candidates must be able to pass a background check and must show proof of eligibility to be employed in the United States.

Desirable Qualifications:

Master's Degree. Knowledge of the National Park Service. Experience with, training in, and knowledge of survey methodology. Experience in survey research and data management. Demonstrated ability to modify, vary, or adapt standard procedures to meet the needs of research projects. Demonstrated ability to work well with others. Demonstrated skills in managing multiple ongoing tasks and setting priorities. Demonstrated problem-solving abilities. Demonstrated willingness and ability to travel to parks throughout the U.S. (mandatory travel is approximately 70 days per year).

Date: 3/31/04

Classification: Technical/Paraprofessional

To enrich education through diversity the University of Idaho is an equal opportunity/affirmative action employer.

RESPONSIBILITIES:

The University of Idaho does not discriminate against an individual with a disability in regard to job application procedures, the hiring or discharge of employees, employee compensation, advancement, job training, and other terms, conditions, and privileges of employment. Based on this commitment, various job duties on the job description have been analyzed to be *essential* to this position. Employers can continue to require *all* applicants and employees, including those with disabilities, to be able to perform the essential, non-marginal functions of the position. Reasonable accommodations may be provided to employees with disabilities to enable them to perform the essential elements of this position. Marginal job functions are ones that an employer may transfer to other individuals or not require to be performed by an individual with a disability. It is the responsibility of any applicant or employee with a disability to inform the Human Resource employment program coordinator that an accommodation is needed either to complete application procedures or to perform the duties of the position.

Responsibility	% of Time	Essential/ Marginal
<u>Conduct research by:</u>	70%	E
<ul style="list-style-type: none">Assisting in planning and carrying out all stages of social science research, under general supervision and consultation with the VSP Manager, including data collection from human subjects in national parks, computerized data analysis using data base and graphing software, and writing final comprehensive reports for park managers by established deadlines,Working with NPS and university employees to complete research objectives, which includes visitor demographics and their opinions of park services and facilities,Following standard scientific research methods tailoring the data collection to the park,Synthesizing data from multiple studies for reports as requested by NPS, andPresenting social science research results at parks and public community meetings using good written and public speaking skills.		
<u>Provide research support and management by:</u>	25%	E
<ul style="list-style-type: none">Under general supervision, assisting in coordinating all aspects of VSP surveys at parks in the National Park System (10 or more surveys concurrently, each at different stages) with park managers; facilitating questionnaire development meetings,Coordinating with and informing park managers and staff during implementation of visitor surveys,Managing returned questionnaires and other confidential records, andRecruiting, hiring, training, and supervising multiple temporary interviewers during survey preparation and implementation,Following good safety practices.		
<u>Contribute to other research efforts by:</u>	5%	M
<ul style="list-style-type: none">Assisting VSP Manager with other VSP project requests andPerforming other miscellaneous tasks as requested.		

SUPPLEMENTAL QUESTIONNAIRE

A resume will not substitute for this information

Directions:

- **Answer EACH item using specific examples.**
- **List all pertinent education and/or experience** relating to the position. (including lists of coursework and descriptions, dates and locations)
- **List experience** referenced in your responses on your University of Idaho application form.
- ***It is your responsibility to retain a copy of all application material.***

1. This position requires a B.S. degree in related field as appropriate to the scientific research discipline **plus** approximately 5 years of experience in the research discipline or closely related field. (Note: Additional graduate level course work may be substituted for up to three years of experience.) Please describe how your education and experience satisfies this requirement.
2. Describe how and where you gained good knowledge of:
 - a. scientific principles
 - b. computer hardware and software programs
3. Give specific examples to explain how and where you demonstrated the ability to:
 - a. perform a variety of specialized tasks and laboratory techniques specific to the needs of the position
 - b. operate, maintain, calibrate, troubleshoot and resolve basic problems with instruments and equipment
 - c. keep records and compile written information for reports
 - d. follow good safety practices
 - e. possess good interpersonal and communication skills
 - f. MAY train and supervise other workers
4. This position requires the physical ability to perform assigned duties; may be required to work with toxic, volatile and corrosive chemicals and/or carcinogenic substances; may be required to work in adverse environmental conditions and/or carry or lift heavy materials. Are you willing and able to fulfill these requirements?
5. Applicants who are selected as final possible candidates must be able to pass a background check and must show proof of eligibility to be employed in the United States. Are you willing and able to fulfill this requirement.
6. Please address EACH of the Additional Desirable Qualifications listed on the Job Vacancy Announcement.